

**NEW YORK CITY DEPARTMENT OF EDUCATION**

**District 28**

**The Green Magnet School for Career Exploration**

ROBERT A. VAN WYCK MIDDLE SCHOOL 217

85-05 144th Street

Briarwood, New York 11435

Telephone: 718-657-1120 Fax: 718-291-3668 http://28q217.nycdoe.org

PATRICK M. BURNS, PRINCIPAL

Edward A. Bolan, A.P. John Greggo, A.P. Raevan M. Askew, I.A.A.P.

Guidance Department Meeting Minutes November 18, 2011

Staff in attendance: Ms. Gottlieb, Ms. Franco, Ms. Vardanov, Ms. Askew

1. An addition to the agenda was made: The collection of child abuse/suicidal ideation data and reporting procedures.
   1. Instead of guidance counselors sending 4 individual reports to Faye Kotzer and Ms. Askew at the end of each month, guidance counselors will now send their reports (in the same manner that was detailed previously) to Ms. Vardanov.
   2. Ms. Vardanov will take all information submitted and compile one report that is reflective of the department.
   3. Counselors are still responsible for all follow-up and reporting.
   4. Ms. Vardanov will submit completed report to Ms. Askew and Ms. Kotzer.
   5. November reporting must be emailed to Ms. Vardanov by 3pm on Wednesday November 30, 2011.
   6. Completed report to be emailed by Ms. Vardanov no later than 3pm on Friday December 2, 2011.
2. High school application data was shared to be able to monitor progress of students and share with parents on November 22, 2011 during High School Information Session. Students will continue to be reminded of deadlines and contact will be made to parents for any students who have not handed in applications by November 28.
3. After reviewing school wide data and first marking period report card results, guidance counselors should have built into their scheduling time to support the following at risk groups:
   1. Students failing 2 or more classes – any average under a 70. And/or holdovers
   2. Students with patterns of attendance, truancy, excessive latenesses.
   3. Students in temporary housing
   4. New-comers to the country and school.
4. As discussed at the last department meeting, guidance counselors are expected to meet every Thursday afternoon as a team during 37 ½ minute session. The minutes to each meeting are to be posted on the school wiki. To date, there is no evidence of the guidance department collaborating or sharing strategies that will support students who have been identified as at risk. These meetings are mandatory.

Respectfully Submitted, R. Askew